



**INDIANA SUPREME COURT
DIVISION OF STATE COURT ADMINISTRATION
FAMILY COURT PROJECT**

2009 FAMILY COURT GRANT TERMS AND CONDITIONS

In order to receive Family Court funds, each applicant must agree to the following grant terms and conditions. The requesting judge (or judges, in the case of a multiple-county applicant) must initial in front of each term and condition where indicated. **Signed grant terms must be submitted to the Family Court Project Manager no later than January 15, 2009.**

_____ **Use and maintenance of grant funds, and modification of use.** The grant funds may be used only for the purposes listed in your Family Court Application. A request to amend the purpose for which the grant funds may be spent shall be filed in writing with the Division of State Court Administration for approval. Family Court grant funds must be maintained separately from all other grant funds. Grant funds do not revert to the General Fund at any time, and they do not have to be spent by a certain date unless it is determined that the county is not implementing its project in a reasonably prompt manner. The Supreme Court may request the return of unspent grant funds if the applicant county fails to comply with these terms and conditions.

_____ **Judicial coordination and/or information sharing regarding multiple-case families.** Every county must screen for and provide some type of judicial coordination and/or information sharing regarding multiple cases involving the same family as one of its program types.

_____ **Family court project manager.** Each grant recipient will have access to the state family court project manager throughout the project period by phone, e-mail, and site visits. Each family court will meet individually with the project manager as necessary. Site visits will be scheduled periodically to assist in program development and community awareness.

_____ **Data collection.** The county will maintain data on each type of program provided by the project and each family served. The data on each family shall include: referral source, type and length of service provided, incidence of multiple-case families, incidence and type of at-risk social factors, type of ADR provided and settlement rates, and use of Supreme Court approved family court rules.

_____ **Annual Data and Financial Report.** The county will submit an annual data and financial report on forms provided by and on a schedule determined by the Division of State Court Administration. Financial reports will contain data on personnel and other expenditures and revenue sources. The project will not deviate from its proposed budget without prior

written approval from the Division of State Court Administration. The Report may also require narrative and evaluative information regarding the project. Counties will prepare survey forms for parties and professionals within the family court project to rate or comment on the programming provided.

_____ **Project Manual.** Each county will create a manual which will include the written policies, procedures, job descriptions and forms used in the development and daily operations of its family court. The manual should be maintained throughout the project period, with regular additions of new forms or program information as the project develops. A final copy of the manual shall be filed with the Division of State Court Administration at the close of each two-year project period, and updated annually thereafter or as requested by the Division.

_____ **Contact Persons.** The county shall designate a lead family court judge and non-judicial court staff member to serve as liaisons to the Family Court Project Manager. These persons will meet regularly with other key persons in the development of your family court project.

_____ **Local Advisory Board.** The county shall form a local Advisory Board of community professionals to give input and feedback in the development of the family court, and to focus on long term funding for the project.

_____ **Statewide Family Court Meetings.** At least one judicial officer and one family court personnel member shall attend the annual statewide family court meetings sponsored by the Division of State Court Administration.

I agree to abide by the terms and conditions for the use of Family Court funds.

Name of Judge

Signature of Judge

Date